

John Smith  
2314 Huffington Road  
Atlanta, GA 30060

June 15, 2018

Mr. Jason Blackwell  
Goodwell Construction  
2453 Westley Drive  
Atlanta, GA 30303

Dear Mr. Blackwell:

I am writing to express interest in the Intern-Estimator position posted on the Goodwell Construction website. I am currently pursuing a Bachelor of Science in Construction Management with a concentration in Heavy Construction at Kennesaw State University (KSU) and plan to graduate in December of 2018. I am excited about the opportunity to work for such a well-respected company and believe my knowledge and experience as an intern make me a strong candidate for this position.

While completing an internship at Wilson Contractors, I worked on the successful bid for the construction of the Alpharetta bypass. This included creating a cost estimate that covered all aspects of the project. I reviewed all drawings to identify problems that needed resolution and worked closely with the Project Manager to ensure those issues were addressed. In addition, my role included monitoring that design specifications and other requirements were met.

I have completed hands-on coursework using construction estimating software packages, such as Bluebeam PDF Revu, and have recently taken the Construction Estimating and Bid Preparation class. Beyond that, I have knowledge of federal, state and local ordinances and recently obtain my OSHA 10 card. I have strong communication skills, enjoy teamwork, and have a proven ability to solve problems. I am eager to contribute in a dynamic environment where I can put my knowledge, skills and work experience in estimating and cost management to good use.

I have enclosed a resume for your review. I am confident that I can make a strong contribution at Goodwell Construction if given this opportunity and hope to meet with you in the near future to discuss my qualifications in more detail. If I can provide any additional information in the meantime, please contact me at 404-234-5678 or by email at [jsmith@gmail.com](mailto:jsmith@gmail.com). Thank you for your time and consideration.

Sincerely,

John Smith